



SQUAXIN ISLAND GAMING COMMISSION

Squaxin Island Gaming Commission
The 2009 Tribal Casino Internal Audit Workshop
January 26 – 30, 2009
Little Creek Casino Resort
West 91 Hwy 108
Shelton Washington 98584

Tired of seminars that either don't have anything to do with gaming or are concentrated solely on "the Strip" practices? Jefferson Wells, a leading provider of internal audit and controls services to the gaming industry, answered our call and has worked with us to provide a customized, in-depth internal audit training course. This training course will be led by several of their Tribal Gaming experts who have extensive experience in dealing with the unique internal audit challenges within the Tribal Gaming industry.

Workshop attendees will benefit from a nuts and bolts, hands on program designed exclusively for internal auditors and gaming commission professionals within Tribal Gaming. Network with your peers from other tribal casinos while you learn best practices for your internal audit department.

The registration fee of \$1500 per attendee includes the five day workshop, all registration materials, one group dinner and two group lunches. Register soon using the enclosed form to reserve your place. **Registrations paid in full by December 31, 2008, will receive a 10% early bird discount.** Please return completed registration form to:

Squaxin Island Gaming Commission
Attn: Peggy Niles
West 91 Hwy 108
Shelton, WA, 98584

Pre-conference sign in will be on Sunday, January 25, between the hours of 4:00 pm and 6:00 pm. Participants that sign in on Sunday will be entered in a drawing for a Pendleton blanket.

A course curriculum has been included. Additional questions can be sent to InternalAuditWorkshop@sigc.us, or call Peggy at (360) 432-7205. Cancellations made before January 18, 2009, will be refunded less a \$100 administration fee. Cancellations made after that point are non-refundable.

Special rates are being offered at the Little Creek Casino Resort Hotel for attendees for the week of the conference. That contact number is (360) 432-7100. Please go to www.little-creek.com for venue information and directions.

Course instructors will include:



Joe Oprosko is an Engagement Manager for Jefferson Wells in the Upper Mid-West and has over twenty years of experience in the internal and external audit fields, along with technical accounting. He has many years of experience in Indian gaming specifically in the areas of internal controls, Title 31, auditing and training programs. Joe has delivered numerous training sessions for NIGA, as well as regional gaming associations and is a frequent contributor of articles to Indian Gaming Magazine on topics relating to accounting and internal audit. He is a Certified Public Accountant, and belongs to the American Institute of Certified Public Accountants, the Minnesota Society Certified Public Accountants and the Institute of Internal Auditors. Jefferson Wells is an Associate Member firm of NIGA.



Jim Fox is the Director of Internal Audit for Jefferson Wells in the Desert Southwest and has over twenty-five years of experience in the Internal Audit profession. He is a Certified Internal Auditor, Certified Fraud Examiner and earned a Masters in Business Administration from Arizona State University. Jim co-authored the book Casino Operations Management which is now in its second edition and is a part-time instructor at the University of Nevada Las Vegas teaching the course Auditing in the Gaming Industry. He also conducts seminars for the International Gaming Institute at UNLV.



David Wilkinson is the Director of Internal Audit & Controls for Jefferson Wells in the Pacific North West and has over twenty-one years of experience in the Internal Audit and Accounting professions. He is a Certified Public Accountant, and Certified Fraud Examiner.



Peggy Niles is a CPA working as an internal auditor for the Squaxin Island Gaming Commission. She has over fifteen years experience working as both a public auditor and in the private sector.

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Registration form**

Name _____

Tribal Organization _____

Address _____

Telephone Number _____

Email address _____

Do we have your permission to include your contact information in our handout?
Yes _____ No _____

Amount enclosed (\$1500 per registrant) _____

Concurrent session preferences:

First seating will be given to those who register here for the courses. Additional attendees will be allowed on a first come, first served basis.

A1a: Basic Accounting _____ OR

A1b: Auditing Accounting and Auditing Mgmt Reporting _____

B2a: Auditing Keno, Pulltabs & Bingo _____ OR

B2b: Auditing Food & Beverage _____

B4a: Audit Workpaper Techniques _____ OR

B4b: Audit Reports _____

C2a: Effective Project Management _____ OR

C2b: Construction Auditing and Contract Compliance Auditing _____

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Tentative Agenda and Course Descriptions:

Day 1: Monday January 26, 2009:

Opening Prayer

Opening Session

A1a: Basic Accounting:

- This session will provide an overview of basic accounting concepts along with discussing general ledger accounts and how they relate to the balance sheet and profit and loss statements for tribal casinos. You must chose between session **A1a** or **A1b** which are both offered at this time slot.

A1b: Auditing Accounting and Auditing Management Reporting:

- This session will discuss why internal audit should be performing audits of accounting and management reporting and provide some methods and techniques to perform those audits to satisfy both NIGC MICS and tribal concerns. You must chose between session **A1a** or **A1b** which are both offered at this time slot.

A2: TICS, MICS, Controls & Policies:

- This session will discuss the relationship between the Minimum Internal Control Standards ("MICS") as set forth by the National Indian Gaming Commission ("NIGC") and the Tribal Internal Control Standards ("TICS"). Additionally, this session will provide an overview of internal control concepts and how they relate to the policies.

A3: Internal Audit Techniques 101:

- This fundamental session will focus on the basic steps of performing internal audits for tribal regulators. The methods and techniques addressed will provide an overview that can be used in tribal casino internal audit departments and in performing the various internal audits.

Day 2: Tuesday January 27, 2009:

B1: Conducting Enterprise Risk Assessments and Developing and Audit Plan:

- This session will provide an overview on performing an enterprise risk assessment for tribal casinos and how the enterprise risk assessment should then be used to develop an internal audit plan for the casino.

B2a: Auditing Keno, Pulltabs & Bingo:

- This session will discuss what a tribal regulator should look for when auditing keno, pulltabs, and bingo along with some techniques and methodologies that you can use in performing these audits. You must chose between session **B2a** or **B2b** which are both offered at this time slot.

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Tentative Agenda and Course Descriptions:

Day 2: Tuesday January 27, 2009: (continued)

B2b: Auditing Food & Beverage:

- This session will discuss what to look for when auditing food & beverage departments in tribal casinos along with some techniques and methodologies that you can use in performing these audits. You must chose between session **B2a** or **B2b** which are both offered at this time slot.

B3: Auditing Slots:

- This session will discuss what to look for when auditing slots in tribal casinos along with some techniques and methodologies that you can use in performing these audits in order to maintain compliance with tribal regulations and MICS.

B4a: Audit Workpaper Techniques:

- This session will provide methodologies and techniques for preparing effective and efficient internal audit workpapers. Additionally this session will discuss the importance of strong documentation and record retention for all your workpapers and supporting documents. You must chose between session **B4a** or **B4b** which are both offered at this time slot.

B4b: Audit Reports:

- This session will provide methodologies and techniques for preparing effective internal audit reports to be delivered to management, the Gaming Commission, the Board of Directors and Tribal leaders. You must chose between session **B4a** or **B4b** which are both offered at this time slot.

Day 3: Wednesday January 28, 2009:

C1: Auditing the Cage and Drop & Count:

- This session will discuss what to look for when auditing the cage and the drop & count in tribal casinos, along with techniques and methodologies that you can use in performing those audits.

C2a: Effective Project Management:

- Time management skills are of primary importance in performing the internal audit function. This session will provide effective project management skills, methodologies, techniques, and tools to better help you manage your internal audits. You must chose between session **C2a** or **C2b** which are both offered at this time slot.

C2b: Construction Auditing and Contract Compliance Auditing:

- This session will illustrate when and why construction and contract compliance audits are necessary for compliance with MICS and tribal regulations and will provide techniques and methodologies that can be used. You must chose between session **C2a** or **C2b** which are both offered at this time slot.

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Tentative Agenda and Course Descriptions:

Day 3: Wednesday January 28, 2009:(continued)

C3: Auditing Table Games and Poker:

- This session will discuss what to look for when auditing table games and poker in tribal casinos along with some techniques and methodologies that you can use in performing these audits.

C4: Fraud and Ethics:

- This session will discuss some key areas of business ethics as they relate to the operations along with some discussion on the types of fraud to be aware of within your gaming operations and the back office and some steps you can take to minimize the risk. Tribal casinos have some unique considerations in this area, including employment preferences and related party issues, which make this issue important.

Group Dinner

Day 4 – Thursday January 29, 2009:

D1: Auditing Complimentary Items:

- This session will discuss what to look for when auditing the often overlooked areas of complimentary items along with techniques and methodologies that you can use in performing these audits.

D2: Conducting Opening, Status and Closing Meetings:

- This session will provide information on how to run effective opening, status and closing meetings for all of your internal audits. Additionally this session will provide tactics, techniques, and sample agendas to assist you in holding these important meetings.

D3: Case Study 1: Complimentary Items:

- This first case study will have you work in small groups to develop an audit program for an internal audit on the complimentary items area. You will need to review the complimentary policies and procedures, related MICS & TICS, determine the controls to be tested, determine the audit steps to be performed, and develop and prepare an audit program for the complimentary items.

D4: Case Study 2: Slots:

- This second case study will have you work in small groups to perform an internal audit on the slots area utilizing an audit program and documents that will be provided to you. You will need to follow the audit program steps, identify discrepancies, and determine if the discrepancies should be reported as findings. If time allows you will prepare an audit report. There will be ample assistance provided, but you will be encouraged by the instructors to work out the exercises within your groups.

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Tentative Agenda and Course Descriptions:

Day 5 – Friday January 30, 2009:

E1: Title 31 Refresher:

- This session will provide information on the Bank Secrecy Act (“BSA” or “Title 31”) and Anti-Money Laundering Programs (“AML”) as they apply to tribal casinos and what is necessary to comply with the regulations. It will discuss the basics of what the tribal regulator needs to know regarding Currency Transaction Reports (“CTRCs”) and Suspicious Activity Reports (“SARs”). Additionally, it will review recent changes in the Title 31 regulations, some common mistakes, and techniques and methodologies that you can use when auditing this area.

E2: Auditing Hotel Operations:

- This session will discuss what to look for when auditing the tribal casino hotel operations along with techniques and methodologies that you can use in performing this audit.

E3: Auditing Information Technology:

- This crucial session will discuss what to look for when auditing IT along with procedures and methodologies that you can use in performing that audit.

Closing Session: The Audit Life Cycle:

- This closing session of the workshop will summarize what has been learned throughout the week, and tie it all together through a discussion on the usual life cycle of an internal audit from the risk assessment through the issuance of the report.

Optional: Round Table: Open Forum for Internal Audit Questions:

- This will be an optional open forum offered at no additional cost for anyone interested in discussing specific questions you may have relating to any of the topics covered during the conference or any internal audit and accounting related topics.